

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 16**

**May 22, 2007**

**SUBJECT: COURTROOM/ADMINISTRATIVE HEARING ATTIRE-REVISED**

**PURPOSE:** Although it remains a priority for Los Angeles Police Department personnel to consistently project an image of professionalism, it has recently come to light that current Department policy regarding courtroom/administrative hearing attire proves burdensome for on-duty personnel working specialized details. This Order revises current Department policy regarding courtroom/administrative hearing attire.

**PROCEDURE:**

**I. SWORN EMPLOYEE'S RESPONSIBILITIES.** Sworn employees appearing in court or at an administrative hearing shall, when practicable, wear a Class A or Class C uniform or business attire. Sworn employees authorized to wear a specialized uniform (e.g., bicycle uniform or jumpsuit) may attend court in their specialized uniform if on-duty and if changing into Class A or Class C uniform or business attire proves impractical.

A Department raid jacket or pants made of denim material **do not** constitute proper business attire or acceptable specialized uniform. Additionally, uniformed bicycle officers shall not wear their department approved baseball cap inside the courthouse.

Civilian clothing worn by Department personnel, including employees in "low visibility" assignments (e.g., vice or narcotics enforcement), while appearing in court or an administrative hearing, shall present a businesslike appearance. Acceptable business attire shall conform to the following:

**A. SWORN MALE EMPLOYEES.** Male employees shall wear a business suit or a sport coat and slacks, a dress shirt with a tie and dress shoes. Braces (suspenders) that are consistent with a businesslike appearance are acceptable accessories provided they do not interfere with the wearing and retrieval of safety equipment.

**B. SWORN FEMALE EMPLOYEES.** Female employees shall

either wear a businesslike dress, skirt, or pants with a businesslike blouse and/or sweater, blazer or sport coat and dress shoes. The hemline of the dress or skirt shall be of a professional and businesslike length. Hosiery shall be of a solid businesslike color and without patterns.

**Exception:** Officers specifically requested to appear in court in attire similar to that worn during the arrest (i.e., vice) shall comply with that request. On-duty officers conducting an undercover investigation in the field or working an assignment requiring a specialized uniform, called to court or an administrative hearing without sufficient time to change into proper attire, may proceed directly to court or the administrative hearing without changing and shall provide a brief explanation for their attire.

Officers summoned to appear in United States Federal Court shall wear appropriate business attire in lieu of a uniform.

**II. SUPERVISOR'S RESPONSIBILITY.** It is the supervisor's responsibility to ensure that sworn employees under their immediate supervision comply with these standards. Failure to comply with the Department's sworn personal appearance standards may be considered misconduct, and supervisors shall ensure that appropriate corrective action is taken.

**III. COMMANDING OFFICER'S RESPONSIBILITY.** Primary responsibility for complying with Department personal appearance standards rests with each sworn Department employee. However, each commanding officer is also responsible for ensuring that sworn employees within their command comply with these standards. Non-compliance with the Department's sworn personal appearance standards may be considered misconduct, and commanding officers shall ensure that appropriate corrective action is taken.

**AMENDMENTS:** This Order revises Department Manual Section 3/605.80.

**AUDIT RESPONSIBILITY:** Bureau Commanding Officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

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